

Position Description (EP)

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to DCF Personnel Services. Supervisors and incumbents are responsible for the completion of this form.

CHECK ONE: () NEW POSITION (X) EXISTING POSITION

PART I - Position Description

1. Agency Name Department for Children and Families		9. Position Number	10. Budget Program Number
2. Employee Name (leave blank if position vacant)		11. Present Class Title (if existing position) Public Service Executive II	
3. Division Rehabilitation Services		12. Proposed Class Title Unclassified: Business Enterprise Program Manager	
4. Section Business Enterprise Program		13. Allocation	
5. Unit		14 (a). Effective Date	14 (b). FLSA Code
6. Location (address where employee works) City Topeka County Shawnee		15. By Approved	
7. (Circle appropriate time) Full Time X Perm X Inter Part Time Temp %		16. Audit Date: By: Date: By:	
8. Regular Hours (circle appropriate time) From: 8:00 AM/PM AM To: 5:00 AM/PM PM		17. Position Reviews Date: By:	

PART II - Organizational InformationArea for use by Personnel Office

18 (a). Briefly describe why this position exists. (What is the purpose, goal, or mission of the position)
Position provides overall administrative and professional direction to the Blind Enterprise Program.

18 (b). If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new functionality added by law or other factors which changed the duties and responsibilities of the position.

19. Who is the supervisor of this position? (Who assigns work, gives directions, answers questions and is directly in charge.)		
Name:	Title:	Position Number:
Michael Donnelly	Director	K0204642
Who evaluates the work of an incumbent in this position.		
Name:	Title:	Position Number:
Michael Donnelly	Director	K0204642

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made

This position requires a wide variety of independent decisions in accordance with federal and state laws, rules and regulations and agency policies. Exceptional independent judgment is required to complete assignments which are made in a general nature and are evaluated on results achieved.

- d) Which statement best describes the result of error in action or decision of this employee.
- () Minimal property damage, minor injury, minor disruption of the work flow.
 - () Moderate loss of time, injury, damage, or adverse impact on health and welfare of others.
 - (X) Major program failure, major property loss, or serious injury of incapacitation.
 - () Loss of life, disruption of operations of a major agency.

21. Describe the work of this position using this page or one additional page only. (Use the following format for describing job duties:)

What is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (describe the result or outcome expected); ***How** is the action expected to be performed (describe the manner, methods, techniques or procedures in which the task is currently performed). For each task state: Who reviews it? How often? What is reviewed for?

Number Each Task and Indicate Percent of Time and Identity of each function as essential or marginal by placing an E or M next to the % of time for each task. Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident or minimal part of the position

No.	%	E OR M	
			In addition to the tasks listed below, this position is expected to: <ul style="list-style-type: none"> • Demonstrate leadership in carrying out the DCF Mission, Vision and Guiding Principles, and in communicating these values with peers, customers, partners and the general public; • Demonstrate leadership in carrying out and communicating the Goals and Priorities of Kansas Rehabilitation Services (KRS), emphasizing the value of employment, the potential of people with disabilities, the importance of accountability, and the meaningful involvement of people with disabilities, partners, employers and other stakeholders in KRS programs, services and activities; • Ensure that all KRS programs and services support customer engagement and informed decision making. • Identify his/her own personal strengths and developmental needs to increase job performance and long-term career growth; • Continually analyze work processes, seek new approaches, and make recommendations to enhance efficiency and effectiveness of the agency; • Provide excellent customer service both internally and externally; • Serve as a positive role model, respecting diversity, demonstrating respect, trust, and openness, and communicating in a manner that is courteous, respectful and protects human dignity, and follows the expectations of the RS Professional Conduct guidelines; • Identify gaps and needs for community and agency services and seek to develop needed services in conjunction with other DCF and KRS staff; and • Work cooperatively with peers, staff, customers, community partners and the general public.
1.	40	E	Directs the development and implementation of the centralized programs including the Business Enterprise Program and Special Media consistent with the values and principles of the Rehabilitation Act, as amended, the Randolph – Shepard Act, state law and the state agency. Assures that each program complies with all pertinent state and federal statutes, regulations, policies and guidelines.
2.	15	E	Confers at least quarterly with the BEP Vendor Committee, advocacy organizations and professional organizations to convey or explain information about the BEP program and policies; to facilitate meaningful involvement in program planning; to encourage collaborative partnerships; and to foster good will. Provides a written report monthly to the Director of Rehabilitation Services, on activities regarding the BEP vendor committee and program.
3.	15	E	Evaluates the BEP program and its licensed vendors to determine quality, efficiency and effectiveness in achieving outcomes, and recommends strategies for continuous improvement, growth of the program in active sites and vendors. This responsibility includes either directly or through supervision regularly monitoring and assessing BEP locations for: cleanliness; inventory of equipment; supplies; product (including expiration dates); professional appearance of the location and staff (if applicable); and, satisfaction of customers.
4.	15	E	Works with the Business Enterprise Program to maintain and develop vendor sites and to grow the program. Addresses feedback, complaints or concerns regarding site services, vendor activities and beverage, food and snack options provided. Works with the different military bases in the state, with the accounting firm for BEP, and various blind vendors in the state.
5.	15	E	Works in concert with the KRS Director and Fiscal Officer on budget development and justification. Monitors and enforces compliance with state/federal/KRS/DCF protocols, policies, rules and regulations related to expenditures, purchasing, and contracting. Maintains accounting and reporting systems that assure appropriate use of public funds. Monitors the fiscal responsibility of subordinate staff. Oversees vendor contracts for accountability and key results.

* The description of how the work is to be performed does not preclude the consideration of reasonable accommodation(s) for qualified persons with a disability.

22. List the consequences of not performing the essential functions of this position as identified in Section 21.

This position has critical responsibility for insuring that Rehabilitation Services' missions and objectives are being met by staff and vendors. Failure of this position will result in services not be rendered and the possible loss of the BEP program and its services.

23. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position

- () Lead worker assigns, trains, schedules, oversees, or reviews work of others.
() Plans, staffs, evaluates, and directs work of employees of a work unit.
(X) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

b. List the class titles and position numbers of all persons who are supervised directly by employee in this position.

Class Title	Position/KIPPS Number
Senior Administrative Assistant	K0132260
Program Consultant I	K0073589

24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Daily contact with the public, consumers, and other agencies and DCF staff are required to evaluate, coordinate, develop and advise.

25. What hazards, risks or discomforts exist on the job or in the work environment?

None

26. List machines or equipment which are currently used to complete the tasks or production standards for this position. Indicate the frequency with which they are used.

Daily use of personal computer and other office machines. Some vehicle for travel.

PART III - Education, Experience and Physical Requirements Information

27. Minimum Qualifications as stated in the State of Kansas Class Specifications.

See class specifications

28. SPECIAL REQUIREMENTS

A. State any additional qualifications for this position that are necessary to perform the essential functions of this position. (License, registration or certification).

See class specifications

B. List any skill codes or selective certification required for this position. Selective certification must first be approved by the State Division of Personnel Services.

See class specifications

C. List preferred education or experience that may be used to screen applicants.

Experience in a supervisory level position in Rehabilitation Services.

29. Describe the physical characteristics of the job as they relate to essential functions (focus on results, not methods of obtaining results).

30. Describe any methods, techniques or procedures that must be used to insure safety for equipment, employees, clients and others.

PART IV - Signatures

Signature of Employee

Date

Signature of Personnel Officer

Date

Signature of Supervisor

Date

Signature of Agency Head or Appointing
Authority

Date